

**SAMPLE  
PURCHASE ORDER**

ADDRESS VOUCHER:  
ATTENTION: PURCHASING OFFICER  
Name of city  
Address of city

SHOW ORDER NO. ON ALL INVOICES, DELIVERY SLIPS, PACKAGES, ETC. N. 1349-72

DATE \_\_\_\_\_ OUR ORDER NO. \_\_\_\_\_  
WANTED \_\_\_\_\_ VENDOR ORDER NO. \_\_\_\_\_

VENDOR: Please furnish the following to the City of \_\_\_\_\_ and be governed by  
the institutions herein:

QUANTITY ORDER	DESCRIPTION	UNIT PRICE	AMOUNT
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PLEASE SIGN ATTACHED VOUCHER AND RETURN VOUCHER ONLY FOR  
PAYMENT

\_\_\_\_\_  
Purchasing Officer

SHIP TO:

invoices

**I M P O R T A N T**

NO PURCHASES ARE VALID  
UNLESS COVERED BY THIS  
FORM SIGNED BY THE TREASURER  
AND COUNTERSIGNED BY THE CITY  
ADMINISTRATOR. SUBMIT INVOICE  
ON ACCOMPANYING VOUCHER FORM,  
WHICH MUST BE SIGNED AND SWORN  
TO. ADDRESS ALL CORRESPONDENCE  
TO PURCHASING OFFICER.

- A. Do not ship Express.
- B. Enclose shipping memo with each delivery.
- C. Do not make "COLLECT" shipments. Pre-pay cartage and include on bill.
- D. All goods received will be inspected and returned at Vendor's expense if defective or not in compliance with our specifications.
- E. Purchase order number must appear on all
- F. Make a separate invoice for each purchase order and enclose with our invoice voucher.
- G. The attached invoice voucher must be signed and returned before payment is made.

F.O.B. \_\_\_\_\_

TERMS \_\_\_\_\_

SIGNED \_\_\_\_\_  
City Treasurer

COUNTERSIGNED \_\_\_\_\_  
City Administrator or Mayor